8 November 2013

Dear :

suggested that I contact you regarding the open position with . My educational background in , along with my professional experience, makes me an excellent candidate for this position.

As you will see from the enclosed CV, I have more than years of experience in the field of . My CV shows that I have been consistently rewarded for hard work with promotions and increased responsibilities. These rewards are a direct result of my expertise in , my commitment to personal and professional excellence, and my excellent written and oral communication skills.

If you have questions, or if you want to schedule an interview, please contact me at . I look forward to meeting you and further discussing employment opportunities with .

Yours sincerely,

Enclosure